



Worship Ministry Questions? Contact the Co-Director of Music & Liturgy (Sarah Woeste) 251-8115 *816
Eucharistic Minister Assist the presider with the distribution of communion. Ministers shall always show the greatest reverence for the Eucharist by their demeanor and in the manner in which they handle the consecrated bread or wine.

Captain (Sacristan) Adults who assist in the preparation and setup of vessels, gifts (bread, wine and water) and altar before and after liturgies. The captain also assists the presider during the Lamb of God by filling the chalices with Precious Blood. He/She then ministers communion to the assembly.

Altar Servers Adults and students (4th grade and older) who assist the priest before, during and after Mass. Servers need to be fully engaged in the liturgy (singing, responses, actions), and be able to anticipate what is coming next. They must know the order of Mass. A good server is reverent and responsible and does not attract attention to him/herself.

Lector The main job of the lector is to proclaim the Good News of the Scripture to the assembly, to let people truly hear the Word that is to shape their lives. People who regularly read the Scriptures for their personal prayer often make good lectors.

Children's Liturgy of the Word Adults and teens are needed as leaders, assistants and musicians. They should have a good presence, confidence and fun attitude to lead the children in prayer. An outline of the liturgy and materials are provided. Scheduling is based on your availability.

Ushers Assist during the liturgy by welcoming all, collecting the offering, taking care of special needs, and distributing the bulletins.

Usher Captain Provide direction and assign roles to the ushers.

Greeters Extend a welcome to all those attending weekend liturgies. Greeters must have a gift for hospitality and feel comfortable welcoming and talking with newcomers. This ministry is open to families, couples, singles and youth.

Audio/Visual Control Panel Operator (Contact Beth Plumski) Families, couples, singles and youth who enjoy working with computers and who know the order of liturgy may be suited for this ministry. The A/V Operators manage the sound and video panel during liturgies. This entails working with PowerPoint and video cameras to display music, baptisms and other liturgical actions on the large screens in church.

Flag Bearers/Wavers Add festivity to Christmas, Easter, the Feast of the Sacred Heart, Christ the King and other liturgies throughout the year. This is a wonderful opportunity for high school and college students to participate in liturgy when they are available. Training is provided before the liturgy.

Lay Presiders Qualities that make a good presider include grace in movement and gesture, a voice for prayer, knowledge of the flow of liturgy and participation with the assembly. At Sacred Heart, lay presiders lead Word & Communion services. They also have the opportunity to preside for Liturgy of the Hours (Vespers) and wake services throughout the year.

Sign Language Interpreters Provide sign language for the deaf and hearing impaired.

Art & Environment Assist in the planning and/or implementation of church decorations for liturgical seasons. Help is especially appreciated for Christmas & Easter decorating.

Sanctuary Care Clean, dust and vacuum sanctuary and reconciliation room and other necessary tasks about once a month to assist in keeping our church looking beautiful.

Linen Care Wash towels and altar linens on a rotating basis.

Care of Flowers and Plants Water and care for the flowers and plants in our church.

Eucharistic Adoration Pray during Eucharistic Adoration on the first Friday of each month.

Music Ministry Questions? Please contact the Co-Director of Music & Liturgy (Beth Plumski) 251-8115 *822
Cantor Lead the assembly in song at weekend liturgies approximately once per month.

Instrumentalist Assist in music at liturgy.

Adult Choir Rehearse Wednesday from 7:00 – 8:30pm and sing 3 – 4 Sundays per month.

Praise Choir (*Contact Sarah Woeste*) Rehearse Tuesday from 7:00–8:30pm and sing twice a month at 5pm Saturday liturgy.

Children’s Choir For anyone in grade 2-6. Sings once a month at either a 5pm or 10am liturgy. Also sings for Christmas and Easter Masses.

Youth Choir Youth in grades 7-12, singers and instrumentalists welcome! Group will sing 3-4 times per year.

Handbell Choir (*Contact Sarah Woeste*) Ring handbells for special liturgies. Rehearse Wednesdays from 5:45-6:45pm. Prior music experience and knowledge is required.

Men’s Schola Auditioned ensemble that sings 1-2 times throughout the year at various liturgies.

Resurrection (Funeral) Choir Sing for funerals with rehearsal 30 minutes prior to funeral.

Communications Questions? Contact the Parish Office at 251-8115 for the proper contact person.

Newsletter Assist the parish staff in creating and producing a quarterly parish publication. Needed in this group are photographers, writers, layout designers, etc.

Parish Website Assistance Assist maintaining and updating the parish website.

Computer Maintenance/Repair Members of this work group help trouble shoot computer hardware and software issues.

Telephone maintenance/Repair Members of this work group help trouble shoot telephone hardware and software issues.

Audio/Visual Maintenance/Repair Persons gifted with electrical/mechanical skills or knowledge of audio visual equipment and repairs.

Telephone Calling for Special Events Call parishioners to notify them of upcoming events.

Video Recording Video tape special events using the equipment at church.

Video Production & Editing Producing and editing media presentations. Hardware and software are available through the Diocesan Office of Communications.

Graphic Artist/Public Relations Help with the design of promotional materials and newsletter production and other tasks as needed.

Audio Visual for Parish Events Operate the AV equipment during Faith Formation and other parish events.

Administration & Special Trades Contact the Parish Office at 251-8115 for the proper contact person.

Money Counter Count the collection on **Monday** mornings at 8:30.

Special Trades/Interests

Carpentry	Plumbing	Sewing	Health Related	Care of Flowers/
Electrician	Engineering	Artists	Skills	Plants
Painting	Calligraphy	Data Entry	Computer Skills	Window Washing

Office Helper Provide parish office assistance with telephoning, mailings, bulletin stuffing, data entry & other projects.

Document Preservation Assist in the preservation of the history of our church.

Maintenance of Parish Grounds/Shrines Assist in lawn mowing, trimming, maintenance of paths and ponds and other outdoor tasks.

Maintenance of Parish Gardens Perform routine upkeep of the outdoor vegetable garden on the church grounds.

Custodial Provide custodial help as needed

Outreach Ministry

Eucharistic Minister to Homebound on Sundays *(For more information contact Sarah Woeste)*

Minister the Eucharist to these parishioners after the 8am liturgy approximately once a month. Must have own transportation.

- List 1 (Private Homes, Cummings, Russell Arms)
- List 2 (Good Shepherd Apartments, Alterra)
- List 3 (Shepherd Court and Oaks)
- List 4 (Private Homes)
- List 1, 2, 3, 4 Substitute
- Good Shepherd Nursing Home
- Good Shepherd Nursing Home Substitute

Eucharistic Minister to Homebound on Weekdays

- Eucharistic Minister one Thursday a month at 2:00 PM Mass at Good Shepherd Nursing Home
- Eucharistic Minister one Friday a month at 9:00 AM Communion Service at Ridgeview Place

For more information on the following ministries contact the Pastoral Minister (Maureen Otremba)
251-8115 *817

Ministry of Prayer Pray individually at home for the special needs of our parish. Special intentions are provided to ministers each month through a letter from the Pastoral Minister.

Prayer Chain Pray individually at home for the special needs of our parish. Special intentions are provided to ministers during the year through phone contact.

Sponsor Couple for Marriage Preparation Married couples to work with engaged couples preparing for the sacrament of Marriage.

Outreach to Hospitalized Parishioners Visit patients one time per week. Appropriate training is provided.

Outreach to Parishioners in Nursing Homes Visit residents two times a month. Appropriate training is provided.

RN/LPN Blood Pressure Check Take blood pressures after weekend liturgies on the third weekend of the month.

Meals on Wheels Deliver food to the homebound one day per month.

Food Shelf Assist Catholic Charities, during the month of October, in the operation of the food shelf. 6 people are required for each shift.

Monday, 12:45 PM – 3:30 PM

Wednesday Evening, 5:45 PM – 8:30 PM

Monday Evening, 3:30 PM – 6:00 PM

Friday, 8:45 AM – 12:30 PM

Wednesday, 12:45 PM – 4:30 PM

Outreach Work Teams/Special Projects Opportunities for various outreach projects within our parish community and beyond.

BeFriender Ministry Receive specialized training to enable one to one relational ministry.

Bereavement Ministry: Provide supportive follow up after a death, i.e. card, plant, home visit, etc.

Senior Adult Ministry Assist parish staff with planning a quarterly event at the church for our senior members.

Friends in Need Coordinate and assist in the delivery of donations to area food shelves and shelters.

Widow/Widower Support Group Meet monthly for fellowship, support and the performance of a service project such as making prayer blankets, winter caps and mittens, rosaries, etc.

Small Christian Communities Confirmed, young adult and adult members meet in an informal setting for prayer, scripture study and fellowship.

Parish Nurse Ministry Help coordinate parish health and wellness activities and resources.

Transportation for elderly/disabled Provide transportation for elderly and disabled to special church celebrations. (Must have reliable, personal transportation.)

Hospitality Ministry Questions? Contact the Parish Office at 251-8115 for the proper contact person.

Volunteer Coordination Assist parish staff in the coordination of volunteer efforts.

Baking Bake cookies and bars for weekend liturgies and parish events.

Child Care Teens and adults interested in babysitting and/or coordinating child care program.

- Coordinate Program
- Assist with child care during Faith Formation gatherings, liturgies and other parish events

Funeral Luncheon Chairperson (Parish Hostess) Coordinate food services at funeral luncheons. This position is shared with additional co-chairs.

Funeral Luncheon Volunteer Provide food service assistance at funeral luncheons.

Funeral Luncheon Maintenance Provide custodial assistance with table and chair setup, cleanup and tear down.

Bus Driver for Sunday Worship Pick up residents from area apartment buildings for the 8:00 AM Sunday Mass. **Special Note:** Must possess appropriate license to drive bus.

Hospitality After Mass Host refreshments and cleanup after weekend liturgies.

Helping with Potluck Meals Greet and receive pot-luck dishes from parishioners before Mass. Set up buffet table after Mass and assist with serving and clean-up.

Attendant for Special Events Be on hand to open the building, activate the heating/cooling system, lights, assist in the kitchen and answer questions as needed for special events at the church.

Youth Ministry Questions? Contact the Youth Minister (Joe Kresky) 251-8115 *821

Service Learning/Mission Committee Researching, creating, organizing service opportunities. Adults would assist by facilitating service opportunities among young people. The members of this committee would not necessarily need to be present during the actual service events. If you are interested in helping young people understand the importance of service in their lives, this may be for you.

Retreat Committee Organizing, planning retreats (being involved in Castaway). The members of this committee would assist in arranging retreats for youth. The adults may or may not actually attend the retreats. That would be their decision. We will need help advertising, organizing, and researching potential retreat experiences for young people. If retreats are your thing, this may appeal to you.

Youth Group Committee Planning, implementing regularly scheduled youth gatherings. The members of this committee need to be comfortable with young people. This committee or team would run the youth group meetings on Wednesday nights. This year there will be approximately 10 of those youth group meetings. It would be nice if the members of this team could attend some of the other events throughout the year. If you enjoy hanging around with young people, this is for you.

Social Justice/Peace & Justice Committee Researching, advertising, and organizing opportunities for youth to be involved in justice efforts. This committee would help young people be involved in efforts to try to create a just world. It would be great if this committee could organize 2 events or opportunities per year that youth could be involved with. If you are passionate about social justice, think about this one.

Faith Formation Ministry Contact the Director of Faith Formation (Joan Krause) 251-8115 *818

Catechist/Facilitator Leads sessions for various age groups in exploring topics of faith. Opportunities exist for work with adults, teens, children, or parents and children together. Training and explicit directions are provided. Some preparation is required.

Early Childhood Catechist Direct a class of children age 4 through kindergarten in faith learning activities appropriate to their age during the “Learning Session” of the JIF Gatherings on Sundays.

Catechist for First Sacraments Assist with retreats and learning sessions for families preparing to celebrate First Reconciliation and First Eucharist.

Small Group Facilitator Leads small groups of either adults or youth in discussion as directed by the presenter.

Office Volunteer Assist in preparing materials for learning activities and special projects.

Hospitality Staff Assist at faith formation gatherings by greeting and registering participants.

Set Up/Clean Up Workers Help before or after intergenerational gatherings to put out or collect materials and furnishings.

Activities/Craft Volunteer Assists in preparing materials for learning activities and/or assists with projects during the JIF session.

RCIA Team Member The Rite of Christian Initiation for Adults is the process that assists interested individuals in becoming fully initiated into the Catholic Church. An RCIA Team is made up of parish members who assist in the goals of the program by helping the candidates respond to the voice of God utilizing specialized training and providing programs such as sponsorship, retreats, presentations, etc.

Vacation Bible School Volunteers Help with various activities during one week in August.

Meal Coordinator Plans meals for monthly intergenerational gatherings, arranges for purchase of supplies and contact volunteers to prepare the meal. This may be a shared position between 2 or more individuals.

Meal Servers Help set up, serve and clean up for the meal at the Sunday, Wednesday or Thursday monthly gatherings. Adults, youth and families are welcome.

Meal Preparation For monthly intergenerational gatherings involves some preparing of the food prior to the day of the gathering and some the day of JIF.

JIF Design Team Assist with design and planning of the intergenerational preparation sessions. Resources are provided.

St. Katharine Drexel School Ministry (428 2nd St. SE, St. Cloud, MN) Questions? Contact the School Principal (Erin Hatlestad) 251-2376

Public Relations/Development/Alumni Help with the design of promotional materials and newsletter production and other tasks as needed.

School Office Volunteer Assist in mailings and special projects as required.

Library Volunteer Assist in the filing of and checking in and out of books.

Lunchroom Volunteer Serve in food service line and assist in the cleanup after lunch hours. This **does not** require outside duty!

Substitute Kitchen Volunteer Assist in the preparation of food, serving, dishwashing, etc.

Playground Supervisor Monitor students from 11am until 12noon.

School Wellness Council Assist with promoting healthy lifestyles in school.

Classroom Volunteer Provide help with bulletin boards, correct papers, one-on-one and small group reading.

Resource Speaker Share your expertise with the students of St. Katharine Drexel School. Example: Nurse, doctor, lawyer, accountant, farmer, etc.

Mentor for a Student Enable a student to learn from you while you are at your place of employment.

Sponsor a Student Assist with the tuition for a student or family.

Play card games with small groups of students

Sunrise/Sunset Program (before/after school program) Assist students with homework, play games or teach a trade or a skill (crochet, cribbage, etc.) on school days.

Special Ministries & Organizations Contact the Parish Office at 251-8115 for the proper contact person.

Festival Committee The parish festival is held on the 4th Sunday of August each year. Every family in the parish is expected to help in some way. Chairpersons needed include: Booth Chairpersons, Festival Committee (3 year term working with co-chairs), Raffle Co-Chairperson

St. Monica's Society This organization is a service and spiritual group for all women of the parish.

Women's Book Club Meet monthly and discuss a pre-determined book.

Sacred Heart Men's Club (Holy Name Society) A service & spiritual group for all men of the parish.

Mission Groups One group sews infant layettes for distribution through the Diocesan Mission office. A few places that the layettes have been sent include Guatemala, Kenya and Indian reservations. Other mission groups play cards and send the money to the missions.

Athletic Association PAA Help direct or coach sports (football, baseball, softball, volleyball and basketball.)

Non-Parish Affiliated Groups Contact the Parish Office at 251-8115 for the proper contact person.

Knights of Columbus Council # 11346 A family oriented service and spiritual group. Members work together to serve and support a number of parish and community events.

Minnesota Citizens Concerned for Life (MCCL) Members advocate for human life from conception until natural death. Members help keep the parish and community informed on life issues.

Catholic United Financial Members work together for a common purpose; Catholics serving Catholics. Association members help with church and school activities, including a matching grant program for school and faith formation families.

Parish Committees & Work Groups

Pastoral Council Members of this council collaborate with the pastor in fulfilling the mission of the parish.

Contact Pastor 251-8115 *812

Finance Council Members of this council serve as advisors to the Pastor and the Pastoral Council regarding parish finances. Contact Parish Business Manager 251-8115 *811

Justice and Peace Committee To provide learning and action opportunities for parishioners which help emphasize and enliven the remarkable justice tradition of the Catholic Church and promote peace and justice.
Contact Pastor 251-8115 *812

Health & Wellness Committee A program of health care ministry which encourages individual's physical, emotional, spiritual, and social well-being in the context of their relationship to God, family, and neighbor. This ministry strengthens the parish and enables the parishioners to focus on serving God by serving others. Contact Pastoral Minister 251-8115 *817

School Board This Board provides St. Katharine Drexel School with regulatory and advisory support.
Contact St. Katharine Drexel School Principal 251-2376

Stewardship/Discipleship Committee The purpose is to increase the Christian way of life within our parish. The committee works with other parish groups to ensure that those who commit their talent and time are invited to serve and become involved in activities. Contact Parish Business Manager 251-8115 *811

Faith Formation Committee Members of this committee work to share the message of Christ's love through the witness of our lives and through developing, providing and evaluating faith formation opportunities for the parish.
Contact Faith Formation Director 251-8115 *818

Sister Parish Committee This committee assists our parish community deepen our relationship with Cristo Rey Parish in Maracay, Venezuela. Contact Pastor 251-8115 *812